

Technical Advisory Group (TAG) Policies and Procedures June 2011

MISSION STATEMENT

The TAGs assist the Council and Standing Committees by providing detailed technical review and recommendations on state building code amendments and other issues.

PURPOSE

The Council or Standing Committee will give clear direction to each TAG defining project based assignments, guidelines, specific duties, constraints, and goals.

The purpose of a TAG is:

- To review code change proposals as requested by the Council or Standing Committee, including proposed statewide amendments and national code changes.
- To make recommendations and provide information to the Council or Standing Committee.
- To identify proposed changes that may have an economic impact on small businesses, housing affordability, construction costs, life-cycle costs, or the cost of code enforcement, to be reported to the Economic, Enforcement, Correlation and Construction (EECC) Committee.
- To conduct research into other code related matters as requested by the Council or Standing Committee.

MEMBERSHIP

Technical Advisory Groups (TAGs) shall be composed of at least one voting and/or ex-officio member of the Council, and one voting member representing each constituent group designated by the Council. The Chair of the TAG must be a voting or ex-officio member of the Council.

Membership of TAGs should be representative of interest groups affected by the specific code, and should include members with technical expertise and field experience in the specific code discipline. Each interest group listed for a TAG will be contacted to confirm interest and representation. Council members will review the interest group list for each TAG to confirm appropriate representation. The Council will use an open, fair and transparent process to solicit and confirm membership. The intent of the Council is to assure an appropriate and complete list of interest groups on the Technical Advisory Groups.

APPOINTMENT OF MEMBERS

TAG Members are appointed by the Council or Standing Committee Chair, and serve as needed. TAG members are appointed for a three year term. A primary representative and an alternate may be identified.

The Council or Standing Committee will determine the need for a TAG, and appoint TAG members to serve for a specific task or code cycle period. A call for nominations will be sent to all individuals on the Council mailing list. Current TAG members will be contacted to confirm continued interest in participation for a new adoption period. TAG candidates will be asked to confirm the support of the interest group they represent.

All TAG meetings are open to the public and any interested party may be added to a TAG mailing list.

TAG OPERATION

- Meeting locations and dates will be determined after TAGs are formed. At their organizational meeting, each TAG will adopt a meeting schedule, including a time-frame for completion.
- Any interested individual can request to be on the mailing list and participate at TAG meetings.
- Sub-committees of the TAG may be appointed by the TAG Chair to address specific issues to be brought back to the TAG for action.
- TAGs will operate on a consensus basis. "Consensus" means that all of the members have agreed to a position on an issue. The TAG Chair shall determine if consensus has been reached, and whether any issue may be revisited.
- Consensus recommendations shall include a brief summary of the rationale for the recommendation
- If consensus cannot be reached, options will be proposed and an issue paper prepared by the TAG.

PROCESS FOR CODE REVIEW

- Statewide code change proposals are forwarded as deemed necessary by Standing Committees to the appropriate Technical Advisory Group (TAG). The Council or Standing Committee may request that a TAG conduct research into a code related matter.
- The TAG reviews and evaluates national code changes for consistency/conflict with existing state regulations.
- The TAG reviews and evaluates statewide amendment proposals based on one or more of the criteria found in WAC 51-04-020:

- (1) The amendment is needed to address a critical life/safety need.
 - (2) The amendment is needed to address a specific state policy or statute.
 - (3) The amendment is needed for consistency with state or federal regulations.
 - (4) The amendment is needed to address a unique character of the state.
 - (5) The amendment corrects errors and omissions.
- The TAG shall also review and evaluate statewide amendment proposals based on the objectives found in RCW 19.27.020:
 - (A) To require minimum performance standards and requirements for construction and construction materials, consistent with accepted standards of engineering, fire and life safety.
 - (B) To require standards and requirements in terms of performance and nationally accepted standards.
 - (C) To permit the use of modern technical methods, devices and improvements.
 - (D) To eliminate restrictive, obsolete, conflicting, duplicating and unnecessary regulations and requirements which could unnecessarily increase construction costs or retard the use of new materials and methods of installation or provide unwarranted preferential treatment to types or classes of materials or products or methods of construction.
 - (E) To provide for standards and specifications for making buildings and facilities accessible to and usable by physically disabled persons.
 - (F) To consolidate within each authorized enforcement jurisdiction, the administration and enforcement of building codes.
 - The TAG identifies possible economic impacts to forward to the Economic, Enforcement, Correlation and Construction (EECC) Committee along with a rationale.
 - The TAG reports its recommendations to the Standing Committee, including proposed options and issue papers for items where consensus was not achieved.